

Request for Quotations

Procurement of Hiring of Vehicles for the PMU of
Primary Healthcare System Strengthening Project
(PSSP) - Funded by the World Bank

Ref No: PSSP/PROC/SERV/2023-09

Project: Primary Healthcare System Strengthening Project (PSSP) - Funded by the World Bank (Loan No. IBRD - 8878)

Purchaser: Project Director, PSSP, Ministry of Health

Country: Sri Lanka

Issued on: December 12, 2023

Request for Quotations

Primary Healthcare System Strengthening Project
(PSSP) - Funded by the World Bank (Loan No. IBRD - 8878)

RFQ Ref No.: PSSP/PROC/SERV/2023-09

RFQ Date: December 12, 2023

To:

Dear Sir,

Request for Quotation (RFQ)

1. This RFQ is for the procurement of Hiring of Vehicles for the PMU of (PSSP). It is subject to accelerated emergency procurement procedures.
2. The Democratic Socialist Republic of Sri Lanka has received financing from the World Bank (Bank) toward the cost of the PSSP and intends to apply part of the proceeds toward payments under the contract for Procurement of Hiring of Vehicles for the PMU of PSSP.
3. The Project Director, PSSP, Ministry of Health now invites quotations from Service Providers for the Services, described in Annex 1: Employer's Requirements, attached to this RFQ.

Eligible Services

4. All the Services to be provided under the Contract and financed by the Bank may have their origin from any country.

Bid Security

5. Not Applicable.

Performance Security

6. Not Applicable.

Conformity of Services

7. Standards for provision of the Services are intended to be descriptive only and not restrictive. The Service Provider may offer other standards of quality provided that it demonstrates, to the Employer's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Employer's Requirements.

Validity of offers

8. The offers shall be valid until *January 31, 2024*.

Quoted Price

9. Prices shall be quoted in Sri Lankan Rupees (LKR). The Price shall include all the costs associated with the Services provided conform to the technical specifications and standards specified in Employer's Requirement at the final destination including all the taxes payable by the Service Provider.
10. Value Added Tax (VAT) payable by the Employer shall be shown separately in the price schedule along with the VAT registered number.

11. The contractual unit prices shall be fixed during the Service Provider's performance of the Contract and not subject to adjustment.

Clarifications

12. Any clarification request regarding this RFQ may be sent in writing to Project Director, before 10:00 hrs. on the **December 18, 2023**. The Employer will forward copies of its response to all Bidders including a description of the inquiry but without identifying its source.

Submission of Quotations

13. Quotations are to be submitted in the form attached at Annex 2: Quotation Form, Price Schedule and shall be delivered to the address hereunder.
14. Filled technical specifications to be submitted for each lot.
15. The deadline for submission of Quotations is **10:00 hrs.** on the **December 20, 2023**.
16. The address for submission of Quotations is:

Project Director

**Primary Healthcare System Strengthening Project,
3rd Floor, J.R. Jayewardene Center,
191, Dharmapala Mawatha, Colombo 07, Sri Lanka.**

Opening of Quotations

17. Quotations will be opened by the Employer's representatives immediately after the deadline for the submission of Quotations.

Evaluation of Quotations

18. Quotations will be evaluated to ensure compliance with the Technical Specifications, Completion Schedules and any other requirements of the RFQ.
19. The lowest evaluated price will be determined after correcting any arithmetic errors and other specified adjustments, if any.
20. "Quotations will be evaluated for each lot and the Contract will comprise the lot(s) awarded to the successful Service Provider(s)."
21. The comparison shall be on the basis of prices for Service plus all the costs associated with the Services provided conform to the technical specifications and standards specified in Employer's Requirement.

Contract Award

22. On acceptance of the quotation, the Employer will notify the Service Provider/s who:

- (i) offers the lowest evaluated price/s,
- (ii) technically compliant quotation, and
- (iii) guarantees Service Provision, in accordance with the Employer's Requirement;

in accordance with the Evaluation of Quotations.

23. The Employer will communicate by the quickest means (electronically) with the other Service Providers on its contract award decision. An unsuccessful Service Providers may request clarifications as to why its quotation was not determined to be successful. The Employer will address this request within a reasonable time.

24. The Employer shall publish a contract award notice on its website with free access, within 15 days after award of contract or as soon as practicable thereafter. The information shall include the name of the successful Service Provider, the Contract Price, the Contract duration, summary of its scope and the names of the Service Providers and their quoted and evaluated prices.

Fraud and Corruption

25. The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework. The Bank further requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.
26. In further pursuance of this policy, the supplier shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to the RFQ and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.

On behalf of the Employer:

Signature:

Name: Dr. J.M.W. Jayasundara Bandara
Project Director
Primary Healthcare System Strengthening Project,
3rd Floor, J.R. Jayewardene Center,
191, Dharmapala Mawatha, Colombo 07, Sri Lanka.
Telephone: +94112680549 /+94112680490 Facsimile: +94112680490
e-mail: psspmoh.lk@gmail.com

Attachments:

- Annex 1: Employer's Requirements and Technical specification**
Annex 2: Quotation Form
Annex 3: Contract Forms

ANNEX 1: Employer's Requirements and Technical Specifications

Lot N°	Description of Services	Quantity required	Minimum Mileage	Place of Final Destination (station to be reported)	Delivery Period of Services
1.	Hiring of fully A/C Passenger Sedan Car with Driver - Seating for minimum of 04 Passengers, Engine Capacity not less than 1500CC. Manufactured on or after 2018. Hybrid vehicles are also considered	01	2000 km per Month	<i>Office of the PMU of PSSP, Colombo 07</i>	06 months
2.	Hiring of Three-Wheeler - 4 stroke petrol engine, with Driver - Seating for 3 passengers. Manufactured on or after 2017.	01	75 km per day		06 months

1. Vehicles should be available for Hiring during 24 hours of the day, 7days for the week throughout the contract period.
2. Normal Running Time is from 08.00 a.m. to 06.00 p.m. Duration beyond the normal running time will be considered for overtime payments.
3. Fuel and driver should be provided by the Service Provider.
4. When there is a minimum mileage to be run, mileage over minimum km distance will be considered separately for additional payments.
5. Payments will be made after supplying the invoices on the 15th and last day (30th or 31th) of each month.
6. Vehicle diver should maintain a running chart with all relevant details and get it signed by the officer assigned for the purpose. A complete running chart should be submitted with the invoice for payment
7. Service should be available to travel entire road network in the country.
8. All the payments to driver including salary other allowances and extra duty payments should be borne by the Service Provider.
9. Meals and the accommodations to driver should be provided by the Service Provider.
10. Repairs, maintenance services and daily cleaning of the vehicle should be carried out on time/regularly by the Service Provider.
11. In case of any break down of the Service during the period of contract, alternative arrangements should be made by the Service Provider. If the Service Provider fails to do so, the Employer will make alternative arrangements and the costs of such services will be charged to the service provider and deducted from the payments.

12. Driver should obey and follow the traffic rules of the country. If the driver found fault in violating rules, the service provider should be responsible for the payment of fines. In case of unsatisfactory service or necessity arisen to terminate the Contract Agreement due to the cease of requirement during the period of contract, the Project Director has the right to terminate the Agreement with prior notice of 07 days.

Scope of the Service

Lot 01- Sedan Car is required for the use of Project Director and the staff of the PSSP:

The vehicle to be reported to Project Director every working day at 08.00 am at his residence at 326 A7, Idda Garden, Palanwatta, Pannipitiya. The Car to be parked at J R Jayawardena Center, No: 191, Dharmapala Mawatha, Colombo 07 for the Project Director's official travels on day time and evening around 06.00pm the Project Director has to be dropped to his residence. Parking the vehicle at Project Director's residence can be considered if request.

Lot 02 - Three wheeler: Project staff will use the three wheeler for short distance travels during the office hours on working days with a minimum of 75 km/day mileage. The three-wheeler has to be available on Monday to Friday from 8:00 am to 6:00 pm for the use of project staff. The three-wheeler should be parked at the office of PMU on working days during office hours.

Adjustment for fuel price fluctuations: Since the service provider has to provide the vehicles with fuel, when there is a fluctuation in the price of fuel the payment will be adjusted by a proportionate percentage on the assumed fuel consumption rates for the travel distance as follows.

For Three-wheeler: 20km/ 01 Ltr

For Sedan Car: 12km/ 01 Ltr.

Accordingly, the fuel revision charges can be calculated as per the below formula;

$$\text{Fuel Revision Charges} = \frac{\text{No of Kilo Meters done in the period of concern}}{12} \times D$$

For cars

$$\text{Fuel Revision Charges} = \frac{\text{No of Kilo Meters done in the period of concern}}{20} \times D$$

For Three-Wheeler

D = Difference between the Base Fuel Price and the current fuel price.

Base Fuel Price = Fuel prices at the time of opening of the Bids

Note: If the price revision changes within the month, number of kilo meters done during the period of concern is considered for the calculation.

1.2 Technical Specifications

Instruction to Fill the Specification Sheet

1. Bidder should fill the specification sheet in the given format.
2. Sign at the appropriate place and put the stamp.
3. Correctly filled Specification sheet should be submitted with the bid.
4. Any bid without properly filled specifications sheet will not be eligible for evaluation and will be rejected.

Technical Specifications: Lot 01 – Sedan CAR for the use of Project Director

1	2	3	4
No	Employer's Requirements	Service Provider's Response ¹	
		Conformity Yes /No	Remarks ²
1.	The Sedan Car should have full insurance Coverage for all the parties including passengers		
2.	Seating for minimum of 04 Passengers, Engine Capacity not less than 1500CC. Manufactured on or after 2018. (year of manufacture) (Hybrid vehicles are also considered)		
3.	Vehicle shall be available to travel entire road network in the country.		
4.	Copies of following documents and details shall be provided by the Service Provider, for each vehicle before the start of service provision. Vehicle Number: Revenue license of vehicle Emission test of vehicle, Details of full insurance, Driver's Name, Copy of Driver license, Copy of National Identity card number of the driver, Driver's Mobile phone number		
5.	All the expenses of the vehicle including fuel, driver's payments and all other additional expenses should be borne by Service Provider.		
6.	Car should have factory fitted A/C and should be functioned properly		
7.	Duties are done on every week days (including public holiday/Poya day), if working days will be reduce it will be notified to the service provider before 03 days		
8.	Normal Running Time is from 08.00 a.m. to 06.00 p.m.		
9.	A daily running chart should be maintained for each vehicle. It should be certified by the Officer, who uses the vehicle. Signed Daily running chat should be annexed with the invoice for payment.		
10.	Payments could be made after submitting the invoices on the 15th and last day (30th or 31th) of each month during the relevant contract period.		
11.	The vehicle should be maintained in acceptable good conditions with the followings;		
	a. Break and tires of vehicle should be in acceptable good condition		

	b. The Vehicle (Car) should have full insurance Coverage for all the parties including passengers		
	c. Milo meter of the vehicle should be in good condition.		
	d. Seating for number of Passengers mentioned in the Employer's requirement should be available to sit without difficulty.		
	e. Seats of the vehicle should be in good condition and seat belts (should not be broken or untidy) should be available.		
	f. Vehicle should be cleaned daily.		
	g. Service provider shall provide similar kind of vehicles within 03 Days in case of a breakdown. If the Service Provider fails to do so, the Employer will make alternative arrangements and the costs of such services will be charged to the service provider and deducted from the payments.		
	h. First registration of vehicle shall be within last 5 year from the date of closing of bids.		
	i. Drivers should have a valid driving license with not less than 3year experience.		
	j. Smoking and drinking is prohibited for drivers during the duty period		
	k. Drivers should behave disciplined and courtesy manner while travelling with the officers		
	l. Driver should wear a uniform or a suitable dress.		
12.	In case of unsatisfactory service or necessity arisen to terminate the Contract Agreement due to the cease of requirement during the period of contract, the Project Director has right to terminate the Agreement with prior notice of 07 days		
13.	If the vehicle is not provided as per the agreement, Project will make arrangement to hire vehicle/vehicles from another institute and those payments will be deduct from the service on unsatisfactory.		
14.	Contract period is for 06 months. The periods can be extended with the agreement of both parties.		
15.	Please specify the brand & model of vehicle		

Information given under "Service provider's Response" is true & correct

Service Provider's Signature :

Service Provider's Name :

Date

1 Service Provider shall fill in Columns of 'Conformity' and 'Remarks'

2 Service Provider shall describe the relevant details of their offer

Technical Specifications: Lot 02 – Three-Wheeler for short distance travels

1	2	3	4
No	Employer's Requirements	Service Provider's Response ¹	
		Conformity Yes /No	Remarks ²
1.	The Vehicle should have full insurance Coverage for all the parties including passengers		
2.	Vehicle shall be available to travel entire road network in Colombo and suburb.		
3.	Copies of following documents and details shall be provided by the Service Provider, for each vehicle before the start of service provision. Vehicle Number: Revenue license of vehicle Emission test of vehicle, Details of full insurance, Driver's Name, Copy of Driver license, Copy of National Identity card number of the driver, Driver's Mobile phone number		
4.	All the expenses of the vehicle including fuel, driver's payments and all other additional expenses should be borne by Service Provider.		
5.	Year of manufacture shall be not less than 2017.		
6.	Duties are done on every week days (including public holiday/Poya day), if working days will be reduce it will be notified to the service provider before 03 days		
7.	Normal Running Time is from 08.00 a.m. to 06.00 p.m.		
8.	A daily running chart should be maintained for each vehicle. It should be certified by the Officer, who uses the vehicle. Signed Daily running chat should be annexed with the invoice for payment.		
9.	Payments could be made after submitting the invoices on the 15th and last day (30th or 31st) of each month during the relevant contract period.		
10.	The vehicle should be maintained in acceptable good conditions with the followings;		
	a. Break and tires of vehicle should be in acceptable good condition		
	b. The Vehicle should have full insurance Coverage for all the parties including passengers		
	c. Milo meter of the vehicle should be in good condition.		
	d. Seating for number of Passengers mentioned in the Employer's requirement should be available to sit without difficulty.		
	e. Vehicle should be cleaned daily.		
	f. Service provider shall provide similar kind of vehicles within 03 Days in case of a breakdown. If the Service Provider fails to do so, the		

	Employer will make alternative arrangements and the costs of such services will be charged to the service provider and deducted from the payments.		
	g. First registration of vehicle shall be within last 5 year from the date of closing of bids.		
	h. Drivers should have a valid driving license with not less than 3year experience.		
	i. Smoking and drinking is prohibited during the duty period		
	j. Drivers should behave disciplined and courtesy manner while travelling with the officers		
	k. Driver should wear a uniform or a suitable dress.		
11.	In case of unsatisfactory service or necessity arisen to terminate the Contract Agreement due to the cease of requirement during the period of contract, the Project Director has right to terminate the Agreement with prior notice of 07 days		
12.	If the vehicle is not provided as per the agreement, Project will make arrangement to hire vehicle/vehicles from another institute and those payments will be deduct from the service on unsatisfactory.		
13.	Contract period is for 06 months. The periods can be extended with the agreement of both parties.		
14.	Please specify the brand & model of vehicle		

Information given under "Service provider's Response" is true & correct

Service Provider's Signature :

Service Provider's Name :

Date

1 Service Provider shall fill in Columns of 'Conformity' and 'Remarks'

2 Service Provider shall describe the relevant details of their offer

ANNEX 2: Quotation Forms

Service Provider's Quotation Form

From:	
Service Provider's Representative:	
Title/Position:	
Address:	
Tel/Fax:	
Email:	

To:	<i>Project Director, Project Director, Primary Healthcare System Strengthening Project, Ministry of Health</i>
Purchaser's Representative:	<i>Dr. J.M.W. Jayasundara Bandara</i>
Title/Position:	<i>Project Director</i>
Address:	<i>3rd Floor, J.R. Jayewardene Center, 191, Dharmapala Mawatha, Colombo 07</i>
RFQ Ref No.:	<i>PSSP/PROC/SERV/2023-09</i>
Date of Quotation:	

Dear Dr. Jayasundara Bandara,

SUBMISSION OF QUOTATION

1. Conformity and no reservations

In response to the above named RFQ we offer to provide services, as per this Quotation and in conformity with the RFQ, standards specified in Employer's Requirement and Technical Specifications. We confirm that we have examined and have no reservations to the RFQ, including the Contract.

2. Eligibility

If awarded the Contract, the Services that we provide shall be sourced from an eligible country.

We, along with any of our subcontractors, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible

under the Employer's Country laws or official regulations or pursuant to a decision of the United Nations Security Council.

3. Quotation Price

Lot N°	Description of Services	Minimum Mileage	Rate for Minimum Mileage (LKR/km)	Rate for Mileage over minimum Mileage (LKR/km)	Rate for over time payment (LKR/hour) (Exceeding hours)	Rate for diver's overnight stay subsistence payment (LKR/night)
1.	Hiring of fully A/C, Passenger Sedan Car with Driver	2000 km per Month				
2.	Hiring of Three-Wheeler with Driver.	75 km per day				Not applicable

VAT registered number:

4. Quotation Validity

Our Quotation shall be valid until the date specified in the RFQ, and it shall remain binding upon us and may be accepted at any time before it expires.

5. Commissions, gratuities, fees

We have paid, or will pay the following commissions, gratuities, or fees with respect to this Quotation

[If none has been paid or is to be paid, indicate "none."]

Name of Recipient	Address	Reason	Amount

6. Not Bound to Accept

We understand that you reserve the right to:

- a. accept or reject any Quotation and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
- b. annul the RFQ process at any time prior to the award of the Contract without incurring any liability to Service Providers.

7. Fraud and Corruption

We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

On behalf of the Service Provider:

Name of the person duly authorized to sign the Quotation on behalf of the Service Provider:
[insert complete name of person duly authorized to sign the Quotation]

Title of the person signing the Quotation: [insert complete title of the person signing the Quotation]

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed [insert date of signing] day of [insert month], [insert year]

Price Schedule

C1	C2	C3	C4	C5	C6	C7	C8
Lot N°	Description of Services	Minimum Mileage	Rate for Minimum Mileage (LKR/km)	Rate for Mileage over minimum Mileage (LKR/km)	Rate for over time payment (LKR/hour) (Exceeding hours)	Rate for diver's overnight stay subsistence payment (LKR/night)	Total Price per Lot. (For evaluation purpose only. Rates will prevail. Payments will be settled on actuals (LKR) C8 = (C4 x 2,000km) + (C5 x 100km) + (C6 x 30hrs) + (C7 x 2days)
1.	Hiring of fully A/C, 01Nos Passenger Sedan Car with Driver	2000 km per Month					
2.	Hiring of Three-Wheeler with Driver	75 km per day				Not applicable	
<p>a. All the rates and Prices should be given without VAT.</p> <p>b. Total Price per Lot given above (C8) is for evaluation purpose only. Rates will prevail. Payments will be settled on actual quantities of kms, hours and days.</p> <p>c. Awarding will be done for the 'Unit Rates' as stated above.</p>							
Name of Service Provider <i>[insert complete name of Bidder]</i>							
Signature of Service Provider <i>[signature of person signing the Bid]</i>							
Date <i>[insert date]</i>							

ANNEX 3: Contract Forms

Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS AGREEMENT made

the day of *Month*, 2023.

BETWEEN

- (1) ***Primary Healthcare System Strengthening Project (PSSP), a Project under the Ministry of Health of the Government of Democratic Socialist Republic of Sri Lanka*** and having its principal place of business at ***3rd Floor, J.R. Jayewardene Center, 191, Dharmapala Mawatha, Colombo 07, Sri Lanka*** (hereinafter called “the Employer”), of the one part, and
- (2) ***[Name of the Service Provider]*** a corporation incorporated under the laws of ***Sri Lanka*** and having its principal place of business at ***[Address of the Service Provider]*** (hereinafter called “the Service Provider”), of the other part:

WHEREAS the Employer invited Quotation for certain Services, viz., ***Procurement of Hiring of Vehicles for the PMU of PSSP*** and has accepted a Quotation by the Service Provider for the supply of those Services.

The Employer and the Service Provider agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contract documents.
 - (a) the Letter of Acceptance
 - (b) the Service Provider’s Reply after Negotiations
 - (c) the Service Provider’s offer
 - (d) Conditions of Contract
 - (e) the Employer’s Requirements (including the Schedule of Requirements and Technical Specifications)
 - (f) the completed Schedules (including Price Schedules)
 - (g) any other document listed as forming part of the Contract

3. In consideration of the payments to be made by the Employer to the Service Provider as specified in this Agreement, the Employer hereby covenants with the Service Provider to provide the Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Service Provider in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of **Democratic Socialist Republic of Sri Lanka** on the day, month and year indicated above.

For and on behalf of the Employer

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

For and on behalf of the Service Provider

Signed: *[insert signature of authorized representative(s) of the Service Provider]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

Sample Letter of Award of Contract

[modify as appropriate]

[use letterhead paper of the Employer]

[date]

To: *[name and address of the Service Provider]*

Subject: **Notification of Award of Contract No.**

In reference to the RFQ *[insert reference number and date]*, your Quotation *[insert reference number and date]* has been accepted.

Please find inclosed herewith the Contract. You are requested to sign the contract within *[insert no of days]*.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Attachment: Contract